



# Town of Alpine

Mayor:  
W. Kennis Lutz

Council Members:  
Troy Greene  
David Jenkins  
Don Jorgensen  
Marietta Lanphear

## Town of Alpine Civic Center Reservation Sheet

Please read and sign below for agreement of these rules:

Rules:

1. No equipment is to be taken out of the building (such as: tables, chairs, etc.)  
Unless previously authorized and/or rental agreement has been obtained.
2. No holes in the walls (such as: nails, tacks, staples, etc.).
3. Building is to be left **clean inside** and **outside** when your function is over (**Refer to cleanup sheet**).
4. Please report any problems and or damage, **immediately**, so that the Town can get it taken care of.
5. The Civic Center is a **SMOKE FREE** building and will remain that way.

The Civic Center will hold a maximum of 188 people (As per State Fire Marshall), anything over that is illegal and may be grounds for terminating your use of the building.

If we receive complaints due to excessive noise, we have the right to terminate your event. There will be **NO** Concerts (unless you provide your own security) nudity etc., allowed in the building, **no exceptions will be given.**

All needed supplies, will be supplied by the individuals holding the event, (such as: dinnerware, utensils, napkins, beverage cups, serving utensils, hot plates, serving plates, dish cloths & towels etc.) the Town of Alpine does not furnish **any** supplies.

We appreciate all your help in keeping the Civic Center available for rental use. If you have any questions or comments please feel free to call the Town office, at the number listed below, or stop by the office at any time.

Thank you,  
Town of Alpine Staff

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NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE & TIME TO RESERVE: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

PERSON RESPONSIBLE FOR CLEAN UP: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

250 River Circle • P.O. Box 3070 • Alpine, Wyoming 83128 • (307) 654-7757 • FAX (307) 654-7454  
E-mail: [alpine@silverstar.com](mailto:alpine@silverstar.com) or [ppaline@silverstar.com](mailto:ppaline@silverstar.com) • Website - [www.alpinewyoming.org](http://www.alpinewyoming.org)

*PLEASE NOTE:*

If you rearrange or move items within the Civic Center, when you are done they need to be put back in their proper place.

I \_\_\_\_\_, have read and have received a copy of the rental agreement package and will do what is required in order to receive a **full refund**.

NAME: \_\_\_\_\_  
(Print)

DATE: \_\_\_\_\_

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For office use only:

RENTAL AMOUNT: \_\_\_\_\_

DEPOSIT AMOUNT: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

REFUND (IF ANY): \_\_\_\_\_

DATE OF REFUND: \_\_\_\_\_

DATE KEYS PICKED UP: \_\_\_\_\_

BY: \_\_\_\_\_

DATE KEYS RETURNED: \_\_\_\_\_

BY: \_\_\_\_\_